



## REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 5/14/18	<u>Interviewer:</u> Lafayette Baker	<b>RFA #18-52</b>
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> Student		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> [REDACTED]		
[REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status:      Male  Female  Administrator  Faculty  Staff  Student   
Concern Regarding:      Male  Female  Administrator  Faculty  Staff  Student

Category: (Please check at least one)

<input type="checkbox"/> Age	<input type="checkbox"/> Color	<input type="checkbox"/> Creed	<input type="checkbox"/> Disability	<input type="checkbox"/> Veteran Status
<input type="checkbox"/> Marital Status	<input type="checkbox"/> National Origin	<input type="checkbox"/> Race	<input type="checkbox"/> Religion	<input type="checkbox"/> Retaliation
<input type="checkbox"/> Sex/Gender	<input type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Employment	<input type="checkbox"/> Genetic Information
<input type="checkbox"/> Gender Identity or Expression				

Time Line		
Date	Item	Comments
5/14/18	[REDACTED] emails EOO asking to set up an appointment	
5/15/18	LB calls [REDACTED]	Appointment scheduled for 5/17/18.
5/17/18	LB meets with [REDACTED]	LB explains the EO Office Resolution processes, "Protocol," including differences between the informal resolution process and filing a formal discrimination complaint. LB also discusses the EO Office's limits on confidentiality (including the Public Records Act) and the prohibition against retaliation, as well as resources and reporting options. [REDACTED] indicated she did not want to file a formal complaint and that she wanted an informal resolution.  [REDACTED] explained that she is the [REDACTED]. And she was not in her position for several months. [REDACTED] explained that while she was not in her role, [REDACTED], covered her [REDACTED]

		<p>████████ indicated that when she came back into her role April 2018, ██████████ the ██████████ ██████████, did not communicate with her about ██████████ until ██████████ asked her about it. ██████████ continued to communicate with ██████████ regarding her ██████████ responsibilities.</p> <p>████████ also explained that ██████████ and ██████████ did not properly communicate with ██████████ about ██████████ which is one of ██████████ major job responsibilities. In addition, ██████████ brought the ██████████ document to the 5/11/18 ██████████ Meeting. ██████████ clarified that ██████████ was supposed to give ██████████ the document to bring to the meeting, but ██████████ gave it to ██████████ instead.</p> <p>████████ would like EOO to assist her with helping ██████████ and ██████████ understand that it is important for them to communicate with her effectively about her ██████████ duties. ██████████ believes this will allow her to effectively perform her job duties for the rest of the year.</p>
5/24/18	SGS and LB met with ██████████	<p>SGS explained to ██████████ that this situation is likely a personnel issue, and not an EO issue. SGS told ██████████ that SGS and LB will call Eric Alexander and request that he have someone mediate ██████████ concerns regarding ██████████ and ██████████.</p> <p>████████ indicated that she understood the situation, and she is comfortable with the next step of LB and SGS calling Eric regarding her concerns with ██████████ and ██████████.</p>
5/25/18	LB called Eric Alexander	<p>LB explained ██████████ concerns to Eric. LB also told Eric that ██████████ concerns regarding ██████████ and ██████████ are likely personnel related, and not discrimination based on a protected characteristic. LB recommended to Eric that a mediation between ██████████ and ██████████ may help alleviate ██████████ concerns. Eric indicated that he will follow-up.</p>